

14 March 1951

MEMORANDUM

TO : Chief, Administrative Staff

FROM : Chief, FDR

STATINTL SUBJECT: [REDACTED] Temporary Employment of

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1. [REDACTED] Chief of Station-Designate for [REDACTED] will report to [REDACTED] on 15 March 1951 for [REDACTED]. His estimated date of departure for his post is 15 April 1951. Subject, [REDACTED] wife, will accompany him. STATINTL

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2. In addition to the Chief of Station, the T/O for [REDACTED] calls for the assignment of an administrative assistant, Grade GS-7, and personnel action is now underway to recruit a suitable person for this position. However, administrative and operational requirements incident to the activation of the [REDACTED] Station will necessitate that at least part-time clerical services be available to the Chief of Station immediately upon his arrival [REDACTED]. The operational implementation of approved Basic Plan Opus (involving the [REDACTED]) must be started at once and the clerical requirements incident to this operation, coupled with the above mentioned initial administrative demands, make the availability of such services even more mandatory. STATINTL

3. Subject was employed by this agency and predecessor organizations from 1944 to 1950 and is thoroughly familiar with all aspects of the duties required of an administrative assistant in the field. It is therefore requested that authority be granted the Chief of Station to, at his discretion and using adequate cover, employ subject as a contract employee at \$1.90 per hour, not to exceed 20 hours weekly, until the arrival of a permanently assigned staff employee [REDACTED]. STATINTL

[REDACTED] STATINTL

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Approved: [REDACTED]

for AD/SO